



Litchfield Public Schools
Student Handbook
2023-2024 School Year

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Reviewed by School Board: July 2023, additions and modifications are highlighted

Introduction

TO THE PARENTS

Welcome to Litchfield Jr. – Sr. High School. It is important to read this handbook very thoroughly. The information presented is to help ensure that every student has the best opportunity for success. It is the purpose of this handbook to help familiarize you with the school, since cooperation between the home and the school is more easily achieved as we become better acquainted. Without your cooperation, it is impossible for the school to reach the goals and expectations it has in mind for your children. Handbook changes are made on a yearly basis. It is important to note those changes from year to year.

Regular and prompt attendance is indispensable. Unless a student is in school every day he/she loses interest in the school. Teaching follows an orderly sequence, and students who miss classes lose the order of lessons and assignments.

Report cards are designed to keep you informed, and as such, invite your interest and cooperation. You are asked to examine the cards when they are brought home. Do not be satisfied with a poor report card. Try to discover the cause of the problem. Very often a visit with the teacher after an unsatisfactory report results in improvement of the student's work. A short phone call will establish a conference at a time convenient to both parents and teachers.
Phone: 308-446-2244

It is just as important that a child be praised for their accomplishments. Positive reinforcement can promote continuous efforts on the part of the child to remain focused and interested in school and at home. Please feel free to call or visit school at any time.

The Every Student Succeeds Act gives parents the right to obtain information concerning the professional qualifications of a student's teacher(s). Litchfield Public Schools will provide (upon request) the following information:

1. whether or not the teacher has met state qualifications and licensing criteria for the grade level and subject area in which the teacher provided instruction
2. whether or not the teacher is teaching under an emergency or provisional teaching certificate
3. the baccalaureate degree major of the teacher along with other degrees held by the teacher

Also, upon request, information on whether or not a student is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

Requests for this information should be made to Mr. Matt Drew's office, (308) 446-2244.

TO THE STUDENTS

This handbook has been prepared to help familiarize you with the program and regulations for Litchfield Jr.-Sr. High School. It is our belief that young people must assume the responsibility for their actions and attitudes. This is the primary step in growing up. The school exists for the purpose of assisting you in the learning and maturing process.

Many of you have already attended Litchfield High. We welcome you back and hope that the coming term will be successful for you. To those of you attending for the first time, we welcome you and encourage you to take advantage of the many opportunities available to you here at school.

The explanation of policies and regulations should assist everyone in becoming familiar with school routines. Returning students, as well as those new to the school, will benefit from the information in the following pages.

The faculty and the administration would like to express their desire for your success in the coming year. We are proud to be associated with Litchfield Jr.-Sr. High School and hope that you will share our pride.

Administration, Faculty, Staff, Board Members

Administration:

Mr. Matt Drew Superintendent, Varsity Head Boys Basketball, Activities Director
Mr. Brian Moser PK-12 Principal, LAN Manager

Secondary Faculty

Mrs. Susan Poland PK-12 Guidance Counselor, Math, TADA, Honor Society, ASP, Sr. Sponsor
Mrs. Allison Varah PK-12 Art, Yearbook
Mr. Mark Hiebner PK-12 Music, Pep Band, Choir,
Ms. Kaitlin Goff 7-12 Business, FBLA, Newsletter, Asst. One-Act
Mrs. Makaleigh Kohlscheen K-12 Special Education, Head JH Volleyball, Asst. Varsity Volleyball
Mrs. Amanda Slocum 7-12 Science, 11th Grade Class Sponsor, One-Act Play Director
Mr. Brian Johnson 9-12 Ag./Industrial Tech, FFA, Varsity Track
Mr. Cody Franzen 7-12 Math, Varsity Track
Mr. Neil Kaslon 7-12 Social Studies, HS Quiz Bowl, Asst. Varsity FB, Asst. JH BB, Head JH Track
Mrs. Jeralynn Moser Librarian, LAN Manager, Title I, Head Speech
Mrs. Bevin Drew 6th-11th Grade English, JH Quiz Bowl
Mr. Dave Shields PK-12 PE/Health, Head GBB, Asst. Varsity FB, Head JH GBB, JH FB, Asst. JH Tra

Elementary Faculty

Mrs. Katherine Miller Pre-Kindergarten
Mrs. Barb Kratzer Kindergarten
Mrs. Jenny Ritchie 1st & 2nd Grade
Mrs. Rebecca Vega 3rd & 4th Grade
Mr. Lance Ellison 5th & 6th Grade, Asst. HS Wrestling & Head JH Wrestling
Mrs. Carissa Pierce Elementary Math & ELA Teacher

Classified Staff

Mrs. Tasha Fletcher Business Manager/Bookkeeping
Mrs. Danielle McAuliff Administrative Assistant, Rifle Club, Dance/Cheer Sponsor
Mrs. Terryn Siegel Paraprofessional
Ms. Erin Taylor Paraprofessional
Ms. Melisa Klentz Paraprofessional
Mr. Mark Joedeman Head Custodian/Buildings and Grounds
Mrs. Jennifer Mostek Food Service
Mrs. Hannah Joedeman Kitchen, Custodian
Mr. George Reitz Bus Driver
Mr. Brent Wilson Van Driver
Mr. Dave Siegel Transportation
Ms. Pam Chamberlain Transportation
Mrs. Dawn Heapy School Nurse

BOARD MEMBERS

Mr. Mitchell Feldman	Board President	Mrs. April Gross	Board Treasurer
Mr. Jim Holm	Board Vice President	Mr. Cole Lewandowski	Board Member
Mrs. Marie Sweley	Board Secretary	Mrs. Alyssa Reynolds	Board Member

Litchfield Public School 2023-24 Calendar

	Student days
	Early Out 1:00 PM Dismissal
	No School
	Teacher Work/In-Service Day - No School
	End of quarter

School Hours
Mon-Thur: 8:00 a.m.- 3:32 p.m.
Fridays: 8:00 a.m.- 2:30 p.m.

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1st Qtr. = 45/41 Days
 2nd Qtr. = 46/44 Days
 Student Days 175 Days

3rd Qtr. = 45/43 Days
 4th Qtr. = 49/47 Days
 Teacher Days 185 Days

AUGUST

Aug. 11,14,15- Teacher Inservice
 Aug. 14 - Open House
 Aug. 15- First Day of School-1:00 Dismissal
 Aug. 17 - First Full Day of School

SEPTEMBER

Sept. 4- No School - Labor Day
 Sept. 25- P/T Conf. 4:00-7:00 (No Students)

OCTOBER

Oct. 13- End of 1st Quarter (45/41 Days)
 Oct. 16- Teacher Workday

NOVEMBER

Nov. 2nd- No School-Teacher Inservice
 Nov. 3rd- Fall Break
 Nov. 22-26- No School - Thanksgiving Break

DECEMBER

Dec. 22- 1:00 PM Dismissal
 Dec. 22- End of 2nd Quarter (46/44 Days)
 Dec. 23-37- NSAA Moratorium
 Dec. 23-31- No School

JANUARY

Jan. 1,2- Winter Break
 Jan. 3- No School-Teacher Inservice
 Jan. 4- School Resumes

FEBRUARY

Feb. 12- P/T Conf. 4:00-7:00 (No Students)

MARCH

Mar 5 End of 3rd Quarter(45/43)
 Mar. 6,7,8- No School Spring Break
 Mar. 11- No School-Teacher Inservice
 Mar. 28- 1:00 PM Dismissal
 Mar. 29- No School- Easter Break

APRIL

Apr. 1- No School- Easter Break

MAY

May 3- Senior's Last Day
 May 4 - Graduation -2:00 p.m.
 May 17- 1:00 Dismissal - Students Last Day
 May 17 - End of 4th Quarter (49/47 Days)
 May 20- Teacher Work Day

Date : 1-17-2023

Bell Schedules

REGULAR BELL SCHEDULE

1st	8:00 - 8:49
2 nd	8:49 - 9:38
	Breakfast/Break 9:38 - 9:48
	Access Period = 9:48 - 10:08
3rd	10:08 - 10:57
4th	10:57 - 11:46
	Pre- K Lunch = 11:15
	Elementary Lunch = 11:40
5th	11:46 - 12:35
	H.S. Lunch = 12:35 - 1:05
6th	1:05 - 1:54
7th	1:54 - 2:43
8th	2:43 - 3:32

1:00 DISMISSAL SCHEDULE

1st	8:00 - 8:33
2nd	8:33 - 9:06
3rd	9:06 - 9:39
4th	9:39 - 10:12
5th	10:12 - 10:45
6th	10:45 - 11:18
	Pre- K Lunch = 11:00
	Elementary Lunch = 11:10
7th	11:18 - 11:51
	H.S. Lunch = 11:51 - 12:27
8th	12:27 - 1:00

FRIDAY BELL SCHEDULE

1st	8:00 - 8:45
2 nd	8:45 - 9:25
	Breakfast/Break = 9:25 - 9:35
3rd	9:35 - 10:15
4th	10:15 - 11:00
5th	11:00 - 11:45
	Pre- K Lunch = 11:15
	Elementary Lunch = 11:40
6th	11:45 - 12:30
	H.S. Lunch 12:30 - 1:00
7th	1:00 - 1:45
8th	1:45 - 2:30

10:00 LATE START SCHEDULE

1st	10:00 - 10:38
2nd	10:38 - 11:16
3rd	11:16 - 11:54
	Pre- K Lunch = 11:15
	Elementary Lunch = 11:40
4th	11:54 - 12:32
	H.S. Lunch = 12:32 - 1:02
5th	1:02 - 1:40
6th	1:40 - 2:18
7th	2:18 - 2:56
8th	2:56 - 3:34

Academics

STATE AND DISTRICT TESTING

Litchfield Public Schools uses various tests throughout the school year to measure student achievement and growth, as well as monitor success of its own programs and efforts. We value student data as a tool to increase student achievement.

The state of Nebraska requires the following tests for all districts in the spring: NSCAS Reading and Math in grades 3-8, NSCAS Science in grades 5 and 8, and the ACT for 11th graders. The state reports annually on schools' results as a whole. Litchfield administers the same tests for 3-8th grades in fall and spring to monitor growth. Students in K-2 and 9-10 take similar MAP Growth tests in math and reading at these same intervals.

In elementary, students are benchmarked during the year to determine areas of need in math, reading, and social emotional learning, with progress monitoring continued as needed.

Test data is utilized by appropriate staff members throughout the year for analysis and planning purposes. Outside of appropriate staff purposes, data is treated as confidentially. Data will occasionally be shared with parents and guardians or at certain times of year, but at any time, we would be glad to discuss your students' results or answer any questions about our assessments.

ASSESSMENT PRINCIPLES AND POLICIES

Principles:

1. The primary purpose of assessment is to improve learning for all students.
2. Assessment is aligned to learning goals (both local objectives and state standards).
3. Assessment is a process that is reflective of quality (utilizing the Nebraska six quality criteria).
4. Grading is fair, consistent and meaningful.
5. Communication among stakeholders is timely, appropriate to audience and aligned to learning goals.
6. Roles and responsibilities are clearly defined, communicated and understood by stakeholders.

Purpose: The purpose and type of any assessment is influenced by which stakeholder it will serve and the type of information required from the assessment. Hence, assessment can serve many differing purposes, which can be broadly being grouped as either Instructional or Administrative.

The purpose of assessment is to facilitate the highest quality educational experience for our students through the systematic collection and interpretation of student competencies at defining points through the curricula and graduation. The primary purpose of student assessment will always be to improve student learning.

Alignment: The school district has written clear learning goals for each grade level and content area. The goals or objectives have been aligned to Nebraska State Standards and aligned across the district's grade levels. The Nebraska State Standards have been written into Nebraska state law (Rule 10) and are part of Nebraska's federal law "No Child Left Behind."

Assessment Quality: Assessments and the assessment process are grounded in the Nebraska assessment process:

Quality Criterion 1: Assessments reflect the state or local standards.

Quality Criterion 2: Students have an opportunity to learn the content.

Quality Criterion 3: The assessments are free from bias or offensive situations.

Quality Criterion 4: The level is appropriate for students.

Quality Criterion 5: There is consistency in scoring.

Quality Criterion 6: Mastery levels are appropriate.

Grading is fair, consistent, and meaningful:

- Teachers' grade and report student progress and achievement based on learning goals.
- Teachers inform students about grading criteria and methods.
- Teachers measure student attainment of learning goals and assign grades based on predetermined, consistent grading procedures in the same course and same grade level.
- Teachers will use both formative and summative assessment methods to collect information about students.
- Teachers assign grades based on achievement of learning goals, not behaviors.
- Teachers provide makeup opportunities for students who miss assessments due to reasons approved by the district.
- Schools establish procedures so that any penalties that apply toward a grade do not distort student achievement of learning goals.
- Teachers determine grades based on individual achievement of content standards; therefore, the published learning goals are the grading variables.
- Teachers will report information on behaviors in accordance with behavior and district policy. These are not grading variables, but reporting variables and should be treated as such.
- Teachers will place emphasis on recent information collected on student cumulative knowledge and skills when using their professional judgment to determine and report grades. A body of evidence supports professional judgment.
- Teachers recognize that norm referenced assessment tasks and criterion referenced tasks may be used if their use fits an appropriate purpose.

Communication:

- Communication to and between stakeholders is in a timely manner. Stakeholders include: teachers, students, administration, parents and community.
- The communication is appropriate for the intended stakeholder.
- Communication is aligned to learning goals
- Communication is different for grading variable and reporting variables.

Roles:

- The roles of each stakeholder is clearly defined, communicated and understood.
- Stakeholders include: teachers, students, administration, parents and community.

COURSE CREDIT

1. Course credit is allowed only for grades A, B, C and D. Pupils will repeat courses in which they made failing grades. A grade of "D" will not be recommended for college entrance.
2. Students may receive an incomplete for a grade if coursework is not completed at the end of the grading period.
3. The administration will have the final determination on awarding credit for academic classes.

CREDIT RECOVERY

Students, with permission from school administration, may be eligible for credit recovery by summer school or alternative class schedule.

Students are expected to complete and pass all the units as outlined in a course of study to earn 10 points (1 year) of high school credit. Students completing half the units may be eligible to receive 5 points (1 semester) of high school credit. In order to receive these credits a student needs to complete their course of study within that particular school year or semester.

CURRICULUM

Students may not have more than one period as study hall unless approved by the administration. A second study hall may also be permitted when students are taking classes as an independent study to obtain college credits or

when students are trying to make up credits from classes they have failed. We encourage students to be certain you are meeting all the requirements for graduation. Don't be caught short of requirements in your senior year. Students should plan ahead with the counselor and Principal.

GRADING SYSTEM

The uniform grading system is by percent:

A	Superior Work	100-93
B	Excellent Work	92-86
C	Average Work	85-78
D	Below Average Work	77-70
F	Failing Work	below 70

Report card grades will be recorded as percentages, grades will be recorded at the end of the semester. Reports will be sent to parents for the midterm update.

All JR/SR classes will have a syllabus with grading policies for students at the beginning of the semester for semester class, and the beginning of the school year for year long classes.

GRADUATION

A. Requirements

To be eligible for graduation from the Litchfield High School you must have earned a total of 250 hours in the academic field which shall include hours in Fine Arts and Physical Education. You must have been in attendance at Litchfield or another high school for at least eight semesters. Each student must have earned passing credit in the following program of studies:

Language Arts	40 credit hours
Science	30 credit hours
Mathematics	30 credit hours
Social Studies	40 credit hours
Physical Education	20 credit hours
Financial Literacy	5 credit hours
Info Tech.	5 credit hours
Fine Arts	10 credit hours
Total Required Hours	180 credit hours
Total Elective Hours	70 credit hours

Graduation Ceremony

The high school Principal will be responsible for the Commencement Exercises and uphold the Board and administration policy. Pupils may participate in the Commencement Exercises if they were classified as seniors at the beginning of the second semester and complete all the course requirements for graduation.

A valedictorian and salutatorian will be recognized annually for students taking the most rigorous classes in the areas of Math, Science and English. The final grade will be based on semester grades into the 8th semester with the highest GPAs percentages being taken into consideration. GPAs will be figured by the school counselor.

If two students in the senior class have GPAs that are within a tenth of a percentage point of one another the valedictorian will be awarded to the person with the highest percentage GPA comparing GPAs of the same classes both students have taken.

The valedictorian will receive a \$300.00 scholarship and salutatorian will receive a \$150.00 scholarship from the school district and will be asked to give a commencement speech at the graduation ceremony.

Receiving a Signed Diploma: A graduating senior is not to receive a diploma signed by the Principal, superintendent or the President of the Board of Education until the Principal is satisfied that all requirements for graduation have been fulfilled. Those not graduating due to deficiencies, but meeting requirements at a later date, will receive a diploma following completion of necessary work.

B. Foreign Exchange Student Graduation

Foreign Exchange students will be registered as sophomores or seniors, depending on the academic progress the student has accumulated before enrolling at Litchfield Public Schools. At times Litchfield Public Schools may allow a foreign exchange student to graduate from our school if they meet the following guidelines:

1. Make an application to graduate from our school including the following items by March 1st of the graduating school year:
 - a. The student submits a letter explaining their desire to graduate from our school.
 - b. Provide a transcript from the school(s) they attended prior to coming to America.
 - c. Submit two letters of recommendation, recommending that the student is eligible to graduate from Litchfield Public Schools. One of these letters should come from an instructor or administrator in their home country. The second letter should come from an instructor or administrator from our school.
 - d. The host family must agree that the host child may go through graduation
2. Student's transcript reflects the same amount of class work from their school to meet core class eligibility requirements for graduation at Litchfield Public Schools as follows:
 - English = 40 hours
 - Social Studies = 40 hours
 - Mathematics = 30 hours
 - Science = 30 hours
3. The student maintains at least a C average (78% or above) in all his/her classes for the first semester.
4. Attends school during a regular calendar school year (August-May) and has a good attendance record.
5. Litchfield Public Schools will not include names of foreign exchange students in the formal class rank listing based on cumulative grade point average. Also, foreign exchange students will not be eligible to serve as valedictorian or salutatorian.
6. Foreign exchange students will not be eligible for local scholarships.
7. The student exhibits a caring attitude for our school and follows school rules.

HONOR ROLL

Honor rolls are published after each grade-reporting period. A uniform method of compiling such records shall be used by the school secretary and/or the school counselor to make this list. The Superintendent's Honor Roll is based on a student who earns all A's during the academic period, and the Principal's Honor Roll is recognized for students who earn all A's and B's.

LATE PAPER POLICY

The following policy can be expected to apply for any classroom unless a teacher provides their own policy for their classroom.

For the first late paper of the quarter the student will have the opportunity to finish the work and turn the homework in by the next day with a 10% deduction of points.

- For the second, third, and fourth late in a quarter, the student will have the opportunity to finish the work and turn it in by the next day for a 10% late deduction of points plus they will receive a detention for each late.

- The student's late work accumulates for each quarter, after the 4th late paper in a particular quarter all other late papers will either be counted as a zero, or will be graded as turned in. Plus, a detention will be given and the work still needs to be completed. At the beginning of a new quarter this process starts over.
- ** Students who have earned more than one detention on the same day need to make arrangements with their teachers to serve the other detention(s) on another night.
- ** Students will be expected to finish their work even if they have received a deducted grade or a zero.

PLAGIARISM POLICY

What is Plagiarism? "To steal and present the ideas or words of another as one's own; to use material without crediting its source; to present a new and original idea or product derived from an existing source. Plagiarism is a serious act of academic dishonesty." (Definition from On-Line Ethics.Org.)

The following circumstances will be considered plagiarism:

- 1) Buying or obtaining a paper from a research service or internet site.
- 2) Turning in another student's work with or without the student's knowledge.
- 3) Turning in a paper that was written by someone else.
- 4) Copying a paper from a source without proper acknowledgment.
- 5) Copying material from a source, supplying documentation, but leaving out quotation marks.
- 6) Paraphrasing materials from a source without appropriate documentation.

Consequences:

Points 1 through 4 will be considered serious. These offenses will be reported to the administration and the student's parent(s). The teacher will decide how to punish and grade individuals who are caught plagiarizing materials. A record of these infractions will also be kept and placed in the student's school file.

The classroom teacher will also deal with points 5 and 6. Students will be required to submit replacement work. The teacher will set the deadline. A new subject may be assigned if the teacher deems it necessary. If the second chance is late or plagiarized the student will receive a "0". A record of these infractions will be kept.

Repeat offenses accumulated over a student's school career may result in an in school or out of school suspension or expulsion.

"ZERO" GRADING GUIDELINES

A grade of 0% will not be given to a student for disciplinary measures. When students are removed from a classroom for disciplinary issues, they will receive an opportunity to make up their classroom work.

Appropriate times to give a 0% include:

- 1) Student refuses to complete the work in class or work that is given as homework.
- 2) Student is caught cheating on an assignment.

Athletics and Activities

ACTIVITY PROGRAMS

Extra-curricular activities have become a very important part of our junior-senior high school education. When participating in these activities, you must remember that your actions reflect on how our school and community are viewed by other people. Students should work hard and make our community and school proud of your accomplishments. A student who is unable to follow the rules and expectations of the coaches, sponsors and participating schools will not be permitted to participate.

The Litchfield School Board has the ultimate say in determining which extra-curricular activities our school will offer. Typically when new programs or co-ops with other schools are considered there are several factors that must be reviewed before these activities are approved including;

Cost of the program, supervision, transportation, the number of individuals interested in participating in the activity, availability of area schools willing to let us join their team or squad and the liability constraints that may be associated with adding a new activity to our program.

If you are unable to attend an activity, for any reason, it is the responsibility of the student to let your coach or sponsor know in advance. Failure to do this may result in you losing the privilege to participate in that activity in the future.

Absences from participation in school sponsored activities will not be counted towards the attendance policy.

Students arriving after 10:00 a.m. will not be allowed to participate in extracurricular activities unless prior approval has been given to them by the Principal.

Students taking the ACT test which causes them to miss an extracurricular activity will not be punished for this incident. However, students need to let the coaches know they will be missing a game or practice prior to taking this test.

If for some reason two extra-curricular events are scheduled on the same day, students will be allowed to choose which activity they want to attend. Since both activities are school sponsored participants will not be punished for choosing one event over another.

A. **Check Out Sheet Protocol**

The activity sponsor will email a list of students to all staff at least 2 days prior to the event. It is the **student's responsibility** to get a check out sheet from their activity sponsor and complete work or make a plan to complete work prior to being excused from a class to attend an extracurricular activity.

Teachers will sign students out of their class when the student demonstrates that they have all their work made up. The teacher may use their own discretion regarding signing individuals out. If a student is not signed out of a class, they will not be permitted to go on the trip until they have completed their work.

The administration reserves the right to allow students to participate in activities when they feel it is appropriate. If this happens, they will speak to the coach/sponsor, the student and the teacher regarding their decision.

B. **Transportation to Activities**

Students on school activity trips are under the school's jurisdiction. All trips will be arranged by the Principal and Director of Transportation. A faculty sponsor(s) will be assigned to travel with students on all activity trips.

Students on school activity trips will ride with the team/group to and from the school activity. Students may ride home with parent(s) if prior arrangements were made with a written note or signature.

In most circumstances students will not be allowed to drive to activities unless approved by the administration. The team/group and coach/activity sponsor will be responsible for the condition of the bus/van upon its return. We hope that they will be returned in a neat and orderly fashion.

C. **Dances**

All dances must be scheduled through the office of the Principal and will be scheduled on a first come first serve basis. No advance publicity can be made relating to a dance until cleared with the Principal.

Dance sponsors reserve the right to refuse admission of an individual(s) to a dance and have the authority to ask individuals to leave if they are misbehaving. If a person leaves a school dance, they will not be readmitted to the dance. If this happens, the dance sponsors are also encouraged to call the child's parent to let them know the child is no longer at school.

D. **Speech and Drama Programs**

Speech shall be regarded as an academic subject area and shall be treated accordingly.

Dramatic events (i.e. One-Act Play) shall be handled as co-curricular activities under the direction of the dramatic coach. School eligibility policies shall govern dramatic participation.

E. **Music**

Band and vocal music are a part of the overall education program of our school. The director of the school music program may schedule school time practice sessions through the Principal.

School performances and contests are an important part of the music program, any student not participating in these activities, except for illness, injury or suspension may receive an automatic "D" for that grading quarter. Under certain circumstances this grade may be appealed to the Principal for review.

F. **Fundraising**

All fundraising activity must be scheduled with and approved by the Principal. The raising of money for any cause without prior approval or consent of the Principal is not allowed. There shall be no more than two large money-raising activities per school year for any class or organization (concession stands **will not** count as an activity).

G. **Special Activities and Honors**

All candidates for special honors such as athletic kings, queens, etc., shall be approved by the Principal prior to holding elections.

Special in-school activities shall be limited to the week of that activity or the Homecoming game.

Homecoming king and queen candidates are limited to the senior class with the exception of foreign exchange students. Foreign exchange students are not eligible for this honor.

Foreign exchange students are also not eligible to represent the senior class as the Salutatorian or Valedictorian or be eligible to receive local scholarships.

Graduation speakers shall be determined by the senior class under the direction of the senior class sponsor. Once decided, the senior class sponsor must submit the name of this speaker to the administration for approval.

ATHLETIC PHYSICALS

In order to participate in the athletic program sponsored by the Litchfield Public School District, students are required by the Nebraska School Activities Association to have a physical examination by a licensed physician. In the past, the school has offered to take students to a free physical clinic held each year at the Kearney Clinic. If your child chooses not to take advantage of this opportunity they will need to get a physical elsewhere and at their own expense. The cost of physicals varies and the fees are paid directly to the student's physician or clinic and are the responsibility of the student.

DUE PROCESS IN ACTIVITIES PROGRAM

There has been considerable confusion of the affording of due process to individuals who allegedly violated rules pertaining to participation in a school's co-curricular activities program. In this article, we are attempting to simplify the procedure. For a more detailed explanation, refer to LB503, codified as Sections 79-255 ET. seq. R.R.S. 1934 and the Association's due process procedure published in the May 1978 bulletin.

The main factor causing the confusion is the question, "Is participation in interscholastic activities a property right that falls within the due process clause of the Fourteenth Amendment to the United States Constitution?"

Based on decisions rendered by two United States Federal District Court judges in Nebraska, Judge Denney and Judge Urbom, in cases involving the NSAA participation in interscholastic athletics is a constitutionally protected right.

LB 503, now codified as Sections 79-255 ET, seq. R.R.S 1943, had not to date, been held applicable to co-curricular activities. There is certainly a possibility that it will be.

Since the federal courts have ruled that participation in interscholastic athletics is a property right and the status of LB 503 is uncertain, it is the position of the NSAA that due process, both substantive and procedural, should be a part of each school's rule enforcement policy.

Each school district should adopt its own due process procedure to be followed if training rules, rules of conduct, scholastic rules, attendance requirements, etc. which are unique to that district only are violated. The NSAA would not be involved unless the rule violated is a rule; which is part of the Constitution, By-Laws, or Approved Rulings of the NSAA.

If there is a violation or the failure to meet the requirements of the Constitution, By-Laws, or Approved Rulings of the NSAA by a student, the school in which the student is enrolled must take punitive action. The following procedure, which tracks the requirements set forth in LB 503, is recommended by the NSAA to schools involved in providing due process to students who have allegedly violated or failed to meet the requirements of the Constitution, By-Laws, or Approved Rulings.

- 1) Investigate the alleged violation.
- 2) If there is probable cause to believe that the alleged violation will cause the individual to become ineligible because of a violation of NSAA Constitution, By-Laws, or Approved Rulings, and the individual might participate in an inter-school contest prior to the time a full-blown due process hearing can be conducted, the school, for its own protection, should temporarily suspend the participant. The temporary suspension shall not exceed five school days, and prior to temporary suspension the individual is to be confronted with the charges against him/her, an explanation of the evidence and an opportunity to present his/her version. As soon as possible, a written statement shall be sent to the student and his/her parents or guardian, describing the violation of the rule and the reason for the action taken. Prior to making a decision on the temporary suspension, you may wish to call the Executive Secretary of the NSAA and request information on the eligibility rule in question.
- 3) If it appears there is definitely violation of the Constitution, By-Laws, or approved Rulings of the NSAA by the student, the school should make provisions to exclude the individual from participation in the activity involved on the long-term basis. This would involve a full due process procedure, to include notice, hearing, a written decision and right of appeal if requested by the individual. This would be done during the five days of temporary suspension or before the person is allowed to participate, so as to protect the school from using an ineligible player.
- 4) After the hearing and making the decision, the decision may be appealed to the NSSA Board of Control by the school as a hardship case. The school should use the procedure given in the yearbook in making an application for a hardship hearing.

If a school violates the Constitution, By-laws or Approved Rulings of the NSAA, the due process procedure, as published in the NSAA bulletin and in the current yearbook will be followed. In its simplest form, the following is that procedure:

1. The Executive Secretary or his designate will investigate an alleged violation.
2. The Executive Secretary, based on information gained during the investigation will prepare a preliminary determination, which will contain:
 - a. Statement of alleged violation
 - b. Finding of fact
 - c. Determination if a violation has been committed
 - d. If it is determined a violation has occurred, a proposed penalty is to be imposed
 - e. A statement of the party's right to a hearing, if to be penalized
 - f. A copy of the hearing procedure

- g. A statement of the party's right to appeal
- 3. A hearing will be held if requested.
- 4. A decision will be rendered.
- 5. Appeal to the NSAA Board of Control will be granted if requested.
- 6. Party informed of decision by the Board of Control.

EXTRA- AND CO-CURRICULAR PROGRAMS

A. Eligibility

- 1. Extra-Curricular: All activities not included in an academic class taught throughout the day.
- 2. Co-curricular: Includes chorus and band.
- 3. Special reports or down slips will be mailed starting the 3rd week and will run through the midterm. The student will have a warning week to raise their grades. To be ineligible a student must be failing two classes for two week. If after this warning week the student is still failing in two classes the student will then be ineligible to participate in co-curricular activities. The reports are intended to provide parents with information concerning the student's lack of progress
- 4. Grades will be turned into the Guidance Office each week on Monday. The down list will be given to teachers and coaches on Tuesday, grade sheets/down slips mailed to parents/guardian, and students informed of their ineligibility.
- 5. Daily Basis: Students not in school for the full day (after 10:00 a.m.) of an extracurricular event will not be able to participate that day (morning, afternoon, evening). The exception(s) is that prior permission must be received from the administration.

**The administration reserves the right to make special conditions or exceptions to the above eligibility rules.*

B. Extra And Co-Curricular Procedures

- 1. Participants in interscholastic athletics must carry athletic insurance approved by the coach and administration, or must present a written request from their parents that such insurance is not desired, therefore absolving the school from responsibility.
- 2. The eligibility roster of students will be prepared in the Principal's office. School citizenship shall be considered as part of the overall basis for participation.
- 3. The school will not handle saleable merchandise for athletic squads. All such equipment must be purchased privately by the participant. A limited supply of socks, etc., may be kept on hand for emergency use but must be paid for by the boys/girls using the equipment. Exceptions to this policy may be made in regard to football shoes, track shoes and items not obtainable locally.
- 4. Coaches may publish training rules (team handbook) for the team if they so desire. These rules should be clear, concise and capable of practical enforcement. If a team handbook is used a copy of this book will be sent home for your review. We also encourage that both students and parent(s) sign this document to assure that you agree to abide by these rules.
- 5. Each extra-curricular participant and coach representing Litchfield Public School shall dress and conduct themselves in such a manner that he brings credit to the school and community.
- 6. The philosophy that athletics are important to the emotional and physical growth of high school students is recognized. It is also recognized that the high school program of activities are secondary to the academic program and in the event of conflict, the academic program takes precedence. It is desired that the activities program develop as a part of the overall school program, taking its proper place in the overall development of each student in the school.
- 7. Activities practices will be held after school and coaches should try to have the students out of the gym by 6:15 p.m. or shortly after. On Wednesdays, practice should end by 6:00. Night practices for such activities as the One-Act, Speech, FBLA, TADA and Rifle Club should end by 9:00 p.m. Morning practices are allowed as long as they are approved by the administration.
- 8. Sunday practices shall be held only at the discretion of the administration, and in general, will only be permitted with a contest on Monday.

9. Any extra-curricular participant who is convicted of a felony shall be automatically dropped from all extracurricular activities for the current year.
10. Practices and games scheduled during school vacations must be approved by the Principal. Attendance at these events should not be made mandatory.
11. When school is closed because of weather emergencies athletic games and practices may be scheduled at the discretion of the administration based on weather conditions and the safety considerations of the students. Attendance at these events will not be made mandatory.

NSAA ELIGIBILITY

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

In order to represent a high school in interscholastic co-curricular competition, a student must abide by eligibility rules of the NSAA. The following is a summary of these rules.

If you do not understand, after reading the rules listed below or you need an explanation of other requirements, consult the high school Principal or Athletic Director.

1. Student must be an undergraduate.
2. Student must be passing in at least twenty hours of academics per semester and regular in attendance.
3. Student must be enrolled in some high school on or before the 11th school day of the current year.
4. Student is ineligible if 19 years of age before August 1st of current school year.
5. Student is ineligible if he/she has attended a four year high school more than 8 semesters or a three year high school more than 6 semesters.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received 20 semester hours of credit the immediate preceding semester.
8. Student shall not compete in any athletic contest during the season of the sport involved either as an individual or a member of a team unless he/she is representing his/her school.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or a member of a team.
10. A student shall not participate on an All-Star Team while a high school undergraduate.
11. A student shall be ineligible (for 90 school days) to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain domicile. (Check with the school administrator for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools in a district.)
12. A student is ineligible for 90 days if his/her parents have changed their domicile to another school district and the student has remained in former school which is in a different school district (Exception: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents move.)
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Board of Control for their review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status.

PURCHASE OF SUPPLIES

Before pupils purchase supplies for the school, they must have their activity sponsor fill out a requisition and submit it to the office of the superintendent. They in turn will give permission for these supplies to be purchased. Failure to obtain a requisition makes the individual personally liable for materials ordered.

Classroom Expectations

CELL PHONES

Cell phones and other electronic devices may be utilized by students before school, during the assigned lunch period and after school. In addition, teachers may allow students to use cell phones or other electronic devices in their class as part of a specific instructional activity for educational use only.

Student use of cell phones or other electronic devices in any manner other than the described acceptable use may be confiscated and the student's parent will be contacted. The Principal will use discretion with all penalties that could include: parent retrieval of the phone and/or detention. Repeated violations will result in increasingly stiff penalties and any refusal by a student to turn the phone or electronic device over to the administration may result in either in or out of school suspension. Cell phone and other electronic device use on school grounds may be subject to criminal law violations as well as the acceptable usage policies.

DRUG/ALCOHOL POLICY

A. Philosophy: Litchfield Public Schools believes that:

1. Alcohol, tobacco and other drugs endanger the student's ability to receive the best possible education in a safe and secure environment.
2. The possession, distribution or use of alcohol, tobacco and other drugs by students constitutes an illegal activity regardless of the circumstances or surroundings.
3. The policy will include avenues for support and education.
4. Regardless of other penalties imposed, students who violate the policy are subject to the following consequences:

B. Alcohol and Drug Violations Include: Any student involved in . . .

1. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substances, inhalants or being under the influence of any of the above; or possession of drug paraphernalia, including vaping or e-cigarette devices.
2. Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drugs. For example, being at a student party at which other students are drinking that school officials may reasonably determine that the student was in "possession" of the items as well.
3. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substances or inhalants.

C. Policy Violation Consequences

If the student is part of a Co-op activity the punishment will follow the policy of the Ansley-Litchfield Athletic Handbook, which follows here:

1. **First Violation:** Suspension from CO-OP programs (other than practice) for designated activities for 20 calendar days from date of finding. This does not include attending public events held at the school. During this suspension, the student will be required to attend and participate in all practices or rehearsals at the coach/sponsor's discretion, and may be required to travel with the team at the coach's discretion and be with the team during the contest.
2. **Second Violation:** Dismissal from the team or group for the remainder of that season without lettering privileges, as well as a suspension from all CO-OP activities for the remainder of that season. Extra

CO-OP activities include any event sponsored by a school organization that is outside the regular classroom activities.

3. **Third Violation:** Ineligible for all CO-OP activities for the remainder of the school year.

D. In-School Violation Consequences

Students who are in possession of a banned substance at school or a school-related activity will face the following consequences: (Banned substances would include controlled substances, alcohol or tobacco products, or imitation substances)

1. **First Violation:** Five (5) days out-of-school suspension. However, upon presentation to the school administration of an evaluation done by a professional substance abuse counselor with information provided by the school, the administration shall reduce the out-of-school suspension to five (5) days in-school suspension. The student will also be suspended from all activities (except graduation) for four (4) weeks following the suspension from school.
2. **Second Violation:** Ten (10) days out-of-school suspension. However, upon presentation to the school administration of an evaluation done by a professional substance abuse counselor with information provided by the school, the administration shall reduce the out-of-school suspension to ten (10) days in-school suspension. The student will also be suspended from all activities for six (6) weeks following the suspension from school.

GENERAL CONDUCT

It is expected that all students conduct themselves as young adults. This implies that you should maintain attitudes of respect for the rights and property of teachers, other students and the school building at all times. All faculty members have the authority and responsibility to supervise or discipline our students at all times during the school day or at activities in which students from school are participating. A school's reputation depends upon what others say about the behavior of the student body. We have a school which is well thought of. This reputation is something we should all work hard to maintain.

HARASSMENT, INTIMIDATION, AND BULLYING

The following rules, regulations and procedures have been developed to set guidelines for the administrators, teachers, employees and students for the Litchfield Public School in regard to the physical and mental harassment/intimidation and disruption of the learning environment policy.

- 1) Physical, verbal or mental (emotional) harassment, intimidation, bullying, threats or possession of a weapon, or hazing of any student or other persons over whom the school district has control on district properties is prohibited and will be treated as a conduct violation of the student handbook. If situations warrant, a threat assessment will be conducted and law enforcement will be called and determined by the threat assessment protocol.
- 2) Sexual harassment or dating violence may include, but is not limited to, suggestive or obscene letters or notes, derogatory comments, slurs, jokes or epithets, assaults, touching, impeding or blocking movements.
- 3) In cases of documented harassment or dating violence, law enforcement officials may also be contacted should circumstances dictate such actions.
- 4) Disruption of the learning environment by a student shall be defined as "conduct, threats or actions which have the effect of interfering with the academic performance of another student or students, or creates an intimidating, hostile, offensive, unsafe or unwholesome learning environment for the students and/or teachers of the district". Disruption of the learning environment shall be treated as a form of harassment or intimidation.
- 5) Idle gossip/comments during class time which are negatively directed toward/about fellow students, classroom teachers, district employees, district patrons, etc. shall also be treated as harassment. Teachers will not allow such comments in their classes. Students who feel that this rule is not being enforced are to report their concerns to the administration.
- 6) See also: [Dating Violence Prevention](#)

SCHOOL DISCIPLINE POLICIES

Every pupil entering school should be there for their personal benefit. Students need to show respect to their teachers, the administration, the staff and their peers. In the case of breaking rules or not following expectations, students will be dealt with on a fair and consistent basis. Continuous offenses may warrant a long term suspension or even a possible expulsion from school depending on the severity of the act.

A. Types of Offenses

1. Minor Infractions

Behavior that the teacher will normally deal with himself/herself. Behavior might include, but are not limited to the following: failure to return a signed detention slip, failure of student to show up for a detention, talking out of turn, tardies to class, failure to complete assignments on time, horseplay, unnecessary noise and profanity.

Minor infractions may result in a detention that will be served with the teacher or Principal who gave the punishment. The length of detention time may vary depending on the severity of the incident but generally a detention will last 20 minutes.

If a student received 3 detentions in one week they may also be required to serve a one day in-school suspension. This additional punishment may be given at the discretion of the administration.

2. Major Infractions

Major infractions of student conduct might include, but are not limited to: possession of tobacco, use of tobacco, possession and/or use of alcohol or other drugs, refusal to comply with reasonable standards of behavior, vandalism, fighting, truancy, theft, harassment, intimidation and bullying.

Major infractions may result in an in-school or out-of-school suspension or the expulsion of a student. Due process rights of the student will be followed.

B. Suspension Details

The suspension of pupils is governed by Board Policy and State Law, LB503. It is the intent of this section to serve as a guideline; handbooks cannot outline all possible situations. Administrative discretion and good judgment are essential parts of a discipline program. Students may be suspended from school because of transgression of any of the following (but not limited to):

- | | |
|---|---|
| a) use of drugs or alcohol at school or school activities | h) disruptive behavior |
| b) gambling | i) destruction of property |
| c) smoking | j) behavior that interferes with classroom instruction or school activities |
| d) immoral conduct | k) deviation from that behavior which is generally considered acceptable |
| e) unsportsmanlike conduct | l) stealing |
| f) fighting | |
| g) lewdness | |

In-school suspensions will normally run from the beginning to the end of the school day, and will be served in the office of the Principal or may be served on a Saturday school session. Out-of-school suspension may also be used. The number of days a student will serve an in-school or out-of-school suspension will be determined by the severity of the offense and at the discretion of the administration.

If a student is suspended from school he/she also becomes ineligible to participate or attend extra and co-curricular activities during that time period, unless otherwise determined by the administration.

C. Detention Details

Students may be kept after school for disciplinary reasons, including but not limited to those above. When this happens, the teacher or Principal will send a detention form home with the student. See outline of the detention procedure and expectation below

- 1) When a detention slip is given to a student it needs to be signed and returned to the school the following day. This form is to let you know what the student did wrong and to allow you an opportunity to make transportation arrangements to pick up your child. Rarely will the staff members allow the time or date of the detention to be changed unless there is a good reason for doing this.
- 2) In no way does the parent have the right to refuse their child from serving a detention. If there is a question why the student has to serve a detention, please speak with the person who gave the punishment. If you and the staff member mutually agree the detention was not needed, the detention may be waived.
- 3) Failure of a student to return the signed detention slip the next day will result in the detention time being doubled.
- 4) Failure of the student to show up for the detention will also result in the detention time being doubled.
- 5) If a student fails to show up for a detention after it has been doubled, may result in a student having to serve an in school or out of school suspension. This punishment will be determined by the Principal.
- 6) If a student is required to serve an out of school suspension for not getting detention slips signed or not attending detentions, a parent/administration meeting may be needed to discuss this matter before the child will be allowed to come back to school.

D. Assertive Discipline Policy

The School Board adopted the use of Assertive Discipline in 1984 and encourages the students to conduct themselves in a respectful manner and to follow the school rules on school grounds, at after school activities and when visiting other schools:

The following are general rules of conduct. It would be impossible to write down all our expectations. Using good judgment and common sense is always the best practice.

- 1) No running in or between buildings.
- 2) No public display of affection (PDA) will be allowed on school grounds.
- 3) No loitering in parking lot after 9:00 p.m. on school day and 10:00 p.m. on weekends. This privilege may be revoked by the Principal if students are not acting responsibly while on school grounds.
- 4) No candy or pop are allowed on school grounds except at after-school activities where the items are being sold or items are provided at school sponsored activities. Food items brought in from outside the school need to be eaten before the start of school. If at any time students take advantage of this rule or leave garbage around the school ground, this privilege may be revoked. We encourage our students not to take food items out of the cafeteria during lunch.
- 5) No foul language.
- 6) No throwing snowballs.
- 7) No water guns, water balloons or throwing water or other liquids.
- 8) No sitting on stairways before, during or after school.
- 9) Students are not allowed to wear hats or sunglasses in school during regular school hours.
- 10) Be courteous and respectful to your peers and adults.
- 11) No walking in the street between classes. Students are to use the crosswalk and sidewalks at all times.

STUDENT APPEARANCE & PROM DRESS CODE

A. Student Appearance

Every student must come to school clean and neat and suitable in dress with his/her clothes properly repaired. It is up to the students and parents to be aware of what is acceptable in this community and for the school atmosphere.

The administration may send students home to be suitably prepared for school or may require them to cover themselves with additional clothing items.

Clothing items or hats which advertise or promote alcohol, drugs, tobacco or which carry any derogatory connotations, profanity or sexual suggestions are prohibited.

A tank top policy was adopted by the Board of Education in the spring of 2001. This policy spells out the cut and length of shirts to be worn by students to school. Students may not wear tank tops, muscle shirts or shirts that are low cut that show too much cleavage. Shirt sleeves will be no shorter than shoulder tips and they must be hemmed.

Students will not be permitted to wear clothing that does not follow dress code for individual pictures that are taken during school (i.e. School Pictures, Prom, Homecoming). Students who do not present themselves according to the dress code will not be allowed to have pictures taken until they are appropriately dressed.

Coaches and other teachers, in areas of public and inter-scholastic appearances, may specify additional requirements for dress and grooming.

Skirts/Shorts Policy: Skirts/Shorts may be no higher than the tips of the wearer's fingertips when the wearer's hands are at his/her sides and must be hemmed.

Underwear is not to be visible.

Safety concerns warrant that students not wear clothing with chains or have chains attached to them. Students may wear chain necklaces as long as they are of an appropriate size.

If a teacher or staff member deems a student dressed inappropriately, they may address this issue with the student or refer the matter to the Principal. The administration reserves the right to rule on all issues pertaining to student appearance and student dress.

B. Prom Dress Code

Prom provides an opportunity for students and faculty to interact at a formal social event. Preserving prom as a formal social event and positive learning experience for students is a priority for Litchfield High School.

Everyone attending prom, including guests, are expected to dress and behave appropriately for a formal social event. This would include, but not be limited to, the following guidelines:

1. Young men are expected to wear at least dress slacks, dress shirt and a tie.
2. Young women are expected to wear at least an evening gown or similar dress/outfit. Dresses may not expose a bare midriff or have a slit higher than the tips of the wearer's fingers when the wearer's hands are at her sides. Two-piece dresses/outfits are allowed provided that they do not expose any midriff.
3. Public displays of affection other than holding hands are not permitted.
4. Out of school guests must be approved in advance by the administration. Please register their name in the office.
5. Students, including guests, must be in the ninth grade or above to attend.
6. All other Litchfield Public School behavior rules will apply for the entire evening.

The above guidelines will be enforced for the prom dinner and dance. The administration and/or faculty members will make the final decision as to whether a student's dress and behavior are appropriate. Students and guests may be asked to leave if their dress or behavior does not meet the above guidelines.

STUDENT LOCKERS

Students are assigned a locker for storage of books, coats, and belongings. **For ease of use, these lockers will not be mandatorily locked.** Students should consider this when deciding what to store in them. Student lockers are in the public domain and may be searched at any time.

TEXTBOOKS AND CLASS MATERIALS

Each teacher will record the number of your assigned book and its condition. You are responsible to keep your textbooks in the best possible condition. At the close of the school year, a fine schedule will be used and you will be asked to pay for any damage beyond normal wear of the book. Should you ever lose or severely damage a textbook, the fine will be equal to replacement cost as per company price lists. Students are encouraged to cover all books to help keep books in good condition. Other materials may also be assigned and similarly held to the same expectations.

Enrollment, Attendance, and Building Policies

ADMISSION TO SCHOOL

A. Health History And Physicals Required

Before a child, ages 5-12, is admitted for the first time to School District #15, it is required by Nebraska State Statutes 79-217 that the child receive immunizations for diphtheria, whooping cough, tetanus, polio, measles, rubella, hepatitis, and chicken pox.

It is also required that a child be given a physical examination by a qualified physician within six months prior to beginning school. State Law requires physical exams for all students, before they may enter seventh grade. This law also pertains to all students transferring in from out-of-state. (Nebraska School Law 79-214)

B. Admission Of Students Over Twenty-One (21) Years Of Age

Students over twenty-one (21) years of age may be admitted to the District #15 Schools on recommendation of the superintendent with approval of the Board of Education.

ATTENDANCE POLICIES

A. Regular Attendance

Attendance must comply with Nebraska Statutes 79-201. Namely: All students, not less than seven, or more than sixteen years of age, must attend regularly each day school is in session. This rule shall apply to all students regardless of age, or unless special arrangements have been made with the Principal and approved by the Board of Education.

Any student entering the Litchfield Public Schools may be required to take a grade level placement test. State Law determines the starting ages for preschool and kindergarten.

B. Absences

Regardless of the reason for any absence, a written excuse or phone call by the parent MUST be made to verify the absence. Students will have **two days** for every day they were absent from school to make up their work, unless the student and their teacher agree to extend this period. If a teacher is having problems getting a student to make up their work, the Principal will be contacted to assist them in solving this problem with the appropriate disciplinary actions.

Students not in school before 10:00 a.m. will not be allowed to participate in extracurricular activities unless permission was obtained from the Principal or Superintendent.

Attendance is determined by periods -- there are 8 periods in a regular school day. If a student misses part of a day, each period they miss will be recorded. Once a student misses a total of 8 periods, it will then be considered missing a full day of school.

C. Attendance Requirements

Students are expected to attend classes regularly and to be on time in order to gain maximum benefit from our instructional program, develop habits of punctuality, self-discipline and responsibility.

Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving high school.

The Litchfield Board of Education would like to ensure as many students as possible be given the benefit of the instructional program provided for them in the Litchfield School. ***In order to gain the maximum benefit of the educational program, it is necessary for students not to miss more than 6 days a semester (48 periods).***

If a student is in good academic standing, but has missed more than 6 days of school, the student may be required to make up instructional time by serving detention(s) at the discretion of the Principal.

If a student is in poor academic standing, or refuses to attend school on a regular basis, and misses more than 6 days in a semester, the Principal may send that student/parent(s) a loss of credit form. The student may also be required to make up instructional time by serving detention(s) at the discretion of the Principal.

The student and their parents are required to fill out the loss of credit form and return it to the office of the Principal for review. If the loss of credit form **is waived** the student will be required to make up academic work and instructional time (by serving detentions) that will allow them to receive credit from Litchfield Public Schools for that semester.

If the loss of credit **is not waived** by the Principal the student will not receive credit for that semester. The student and/or parents have the right to appeal this loss of credit. At that time the loss of credit will be first appealed to the superintendent of schools. If the loss of credit is not waived by the superintendent, the student and/or parent can make a final appeal to the Board of Education.

The board feels that exceptions should be made for the following absences:

1. Seniors are allowed two days for college visits, **and juniors are allowed one**. Students need to obtain an admit slip from the office prior to leaving and make sure they have their homework made up.
2. During the track season, students in 9-12 grade will be allowed to attend one track meet provided the following criteria:
 - a. The student brings a permission slip from their parent(s) stating that they are aware the student will not be in school and is going to the track meet.
 - b. The student has not been absent from school for six or more days for the spring semester.
 - c. The student has their homework made up and their admit slip signed by all their teachers. If possible the admit slip needs to be returned to the office prior to the track meet.
 - d. The student is not on the down/failing list.
3. If a student is serving an out of school suspension, the days will not be counted as an absence.
4. If the student is hospitalized, or has a prolonged illness and can't attend school, they will not be counted absent as long as a doctor's note is sent verifying the problem.
5. Seniors may be required to make-up a day if they participate in a Senior Skip Day activity that is not approved by the administration in advance.

Parental Contact: Much of these policies concern students who have reached levels of excessive absenteeism. In an attempt to avoid these situations, Litchfield administration may reach out to parents when students have missed 3 days in a quarter or 6 days in a semester. Such a conversation may range from simply notifying parents to forming a proactive plan to improve attendance.

D. Planned Absence

Students will be required to bring a note from home signed by your parents or guardian stating why you will be gone from school so an admit slip can be issued. This slip will inform teachers that you will be absent from school on a given day(s) and allow you time to make up your homework ahead of time.

E. Tardiness

Students arriving late to their class (within 3 minutes of it starting) will be counted tardy. Excessive tardiness may result in consequences for the loss of instructional time. Students are encouraged to pass between classes in a timely manner. The teacher will clearly present expectations and consequences to students concerning tardiness.

F. Truancy

All cases of truancy shall be reported to the Principal. The Principal will report incidents of truancy to the proper authorities and will make contact with the parent(s) to make them aware that their child has not been attending school regularly. Students missing more than 10 days in a semester or 20 days in a school year may be required to have an attendance hearing with school administration and a social worker present. The school administration may also contact the County Attorney.

G. Leaving School for Illness or Injury

In case of illness or injury in which it does not seem advisable for the child to remain in the classroom, the parent(s) will be contacted by telephone to come to school and pick up their child. In cases where parents are not available by telephone, emergency numbers which parents have given to the school will be used and these people will be asked to come to school to pick up the child.

Students who are old enough to drive and are planning on leaving school for any reason, must first obtain permission from the administration and their parents. To do this the student needs to check out of the building through the office. A student who fails to get permission and decides to leave school will receive consequences for their actions. The school will provide transportation as permitted by available personnel and equipment if requested by the parent. If transportation is not available, the child will remain at school during school hours and will return home by his regular means (bus, van or walking).

The school also encourages parent(s) to make arrangements to have an adult present when an elementary aged or physically-challenged student arrives home. In cases where in our opinion medical aid is needed immediately by a student, an ambulance will be called at the parent's expense.

H. Leaving School for Other Reasons

Students will be permitted to leave school upon request of parents during school hours by the following procedures:

1. By sending a request for the child to be excused at a certain time that day.
2. Parents may pick up their child at school. Please check in at the office before you remove your child from school. If anyone other than the parent is to pick up the child, a written statement signed by the parent must be sent designating who is to pick up the child. Telephone calls making such requests are allowed but should be handled through the administration.

Some unique situations may require a student to run an errand away from school. Generally speaking, this practice is not allowed unless the administration approves.

Parental permission will be required when organized field trips are taken. A note will be sent home by your child's teacher so your child can obtain permission to participate in these activities.

INSURANCE

The School Board makes available a student accident insurance program covering accidents occurring during the time the student is under the jurisdiction of the school, or as stipulated by specific contract and policy. This insurance program can be purchased on a voluntary basis by your parent or guardian.

Insurance forms will be sent home at the beginning of the year. Students are required to have this form signed and returned to school even if you are not planning to purchase insurance.

Athletes must be insured. It is the responsibility of the parents to make sure their child is covered by an insurance provider.

VISITORS TO THE SCHOOL BUILDING

All visitors must report to the front office upon entering our school. If a person wishes to talk to a student they should first obtain permission from the administration prior to contacting the pupil.

Law enforcement officers are urged to contact pupils outside of school. However, if law enforcement needs to speak with a student while they are in school, the student's parent(s) will be contacted.

In the past we have often had requests from our students to have them bring a friend or relative to visit our school. To prevent disruption to the learning environment we encourage these visits be for ½ of a school day. If a student wishes to have a person visit the school for a full day, or more than one day, please make this request to the office of the Principal.

Food and Drink Policies

BREAKFAST/HOT LUNCH PROGRAM

Breakfast will be served in the cafeteria from 7:45 a.m. to 8:00 a.m. Prices will be determined at the beginning of the school year and students will be informed of lunch and milk prices on the first day of school.

The cost for meals provided through the lunch program are reviewed annually by the board of education and published in the school newsletter.

We participate in the National School Lunch Program. Families can apply for a free/reduced lunch. Application forms are in our newsletter or contact the school. Students who are eligible to receive free or reduced lunches are also eligible to receive free or reduced breakfast.

All students bringing their lunch to school will eat their lunch in the lunchroom. We also ask that no food or drink of any kind be removed from the lunchroom. This includes items off the salad bar, as well as styrofoam cups for the water. Breakfast items may be taken out of the lunch room for a grab and go meal but need to be eaten before the start of school at 8:00 a.m. or during the Second Chance Lunch Program.

Litchfield Schools does not allow pop or soda in the lunchroom.

FOOD

Unless there is a special occasion that is previously approved by the administration, students will not be permitted to have snacks, candy, sunflower seeds, potato chips or similar food items in classrooms or around the school. If you bring outside food items to school for breakfast please have them eaten before school starts.

NUT-FREE ENVIRONMENT

Litchfield Public Schools is a NUT-FREE school **during school hours**. This refers to any products containing tree nuts and/or peanuts in school facilities or transportation.

Inclement Weather and Emergency Drill Procedures

FIRE DRILLS

Fire drills will be held in accordance with state law. In the event of a fire drill or fire, each student is to quietly file out of the building in an orderly manner. Do not run, push or in any way retard the orderly flow of traffic. Upon leaving the building, all high school students are to collect at the soccer fields east of the school. Elementary students are to gather north of the elementary building.

Instructors and students cooperatively are responsible for guaranteeing orderly and disciplined conduct during drills or actual emergencies.

INCLEMENT WEATHER

No school, early dismissal or late start announcements will be made through the One Call system, displayed on Weatherthreat.com and the local media outlets such as radio, T.V. and Internet. We encourage you to listen to local radio and T.V. stations for closing information.

TORNADO DRILLS

Tornado drills will be held in accordance with state law. In case of a tornado drill or tornado, the signal of an intercom announcement will occur.

All PreK-8 students will go to the West Prop room in the basement of the old gym and all 9-12 students will go to the East room in the basement of the old gym and all 9-12.

Parent Communication

CONFERENCES

Always feel free to approach a faculty member with your problems. Many of the problems that you have during the school year should be able to be worked out with the teachers. If a conference is desired, make the necessary arrangements before or after school.

Parent/Teacher Conferences will be held twice during the school year in both semesters from 4:00-7:00 p.m. Both conferences will be held in the new gym. At times the Principal and/or teacher will require an additional parent/teacher conference if a student is failing class, or if there is a discipline problem. If an additional conference is needed the Principal or teacher will call and set up a day and time to schedule this meeting.

ELIGIBILITY REPORTS

Special reports, or down slips, will be sent to parents starting the 3rd week and ending the 9th week of each quarter. The student will have a warning week to raise their grades. If after this warning week the student is still failing in two classes the student will then be ineligible to participate in co-curricular activities. The reports are intended to provide parents with information concerning the student's lack of progress.

A down/failing list will also be compiled and forwarded to all teachers on a weekly basis.

Teachers are required to have their students' grades updated on PowerSchool each Monday by 10:00 a.m. Parents are also encouraged to check their child's grades on this system. If parents or students need the login and password to check their grades on PowerSchool, they need to contact the secretary in the high school office.

The ineligibility runs from Tuesday to the following Monday. If there is no school on Monday, then the eligibility is pushed back to where as the second day of the school week will be the first day of ineligibility.

REPORT CARDS

Report cards will be given out approximately one week after the end of the grading period. They may be withheld from students/parents with outstanding fines and/or bills. Parents need to pay outstanding bills on the last day of school or soon thereafter. Report Cards may be picked up in the office or they will be mailed.

On the last day of school students are expected to be checked out before they leave the school building. A check out sheet will need to be signed by all teachers, office personnel, and the Principal.

Scheduling and Guidance

CLASS REGISTRATION AND SCHEDULE CHANGES

A. Class Scheduling

Students may not repeat a class if credit has already been earned in the class, unless these hours have been approved by the administration. (Band and Chorus are excluded from this policy).

We encourage students to not be enrolled in more than 2 Ag/Industrial Tech classes per semester. There may be times when students will be allowed to take more than 2 Ag/Industrial Tech classes in a semester; please discuss this matter with the counselor and Principal for approval.

Program of Study: When in high school, you should decide on a definite course of study. If you plan to go to college, typically once you enter your junior year there are certain courses you should be taking that will prepare you for this goal.

B. Drop and Add

During the first week of school if you desire to change your class schedule, get a “drop/add form” from the office and fill it out. You need to have your parent(s) and teacher(s) sign this form before you submit it to the Principal for approval. Since our school does pre-registration we will be very selective on what we allow students to drop and add during the year.

During the second semester there will be no drop/add allowed unless circumstances warrant a change. All drops/adds in the second semester will be handled through the office of the Principal.

DRIVER’S EDUCATION CLASS

Driver’s Education class is offered through the Nebraska Safety Center distance learning through UNK. Tuition for the class is set by UNK. The student is expected to pay the entire tuition payment.

GUIDANCE SERVICES

Guidance services are provided at no charge to the students of the Litchfield Public Schools. The exceptions to this practice are the costs incurred for students taking tests such as the National Merit Test, ACT or SAT Tests. Students are required to pay for the costs of registration for tests of this type and provide their own transportation if the tests are held off campus.

SCHOOL TO WORK & TEACHER AIDES

A. School to Work Internship

Seniors are allowed to participate in the School to Work Internship if they are in good graduation standing.

If a student is late to school they will not be eligible to attend work that day. Students, parents and employers are required to sign the School to Work Internship Contract with the principal and follow all agreed duties written in the contract. This is a privilege that may be revoked at the discretion of the principal. Students will receive 5 credits an hour per semester for the internship in the form of “CR” for credit. If the student doesn’t do the required work at a satisfactory level and doesn't complete the program they will receive an “NC” and receive no credit. The student can receive no more than 10 credits per semester. This grade will not be included on the student’s GPA or class rank.

B. Teacher Aides

Juniors and seniors may be teacher aides. The students will be expected to be with an assigned teacher daily and complete tasks as assigned by the teacher. If a student is not doing satisfactory work as a teacher’s aide they may be removed from the assigned teacher and reassigned or removed from the teacher aide program and enrolled into

another course. Students will receive 5 credits an hour per semester in the form of “CR”for credit. If the student doesn’t do the required work at a satisfactory level or is removed as an aide they will receive a “NC” for no credit. This grade will not be included on the student’s GPA or class rank.

TESTING

Throughout the school year you will be asked to fill out or take different tests that are to be used in our testing program. This information is to be used to help you decide on a future career and help us present the kind of program that will be the most beneficial to you. If at any time you wish to talk over your tests, visit with the administration or the school counselor.

Use of School Facilities

BUILDINGS OPENING

School buildings will not be opened to students before 7:30 a.m. and all students should be out of the building by 4:00 p.m. unless supervised by a teacher for a specific academic purpose or school activity. Elementary students arriving to school before 8:00 a.m. should report to the new gym.

CLOSED CAMPUS AND NOON HOUR

A closed campus policy for students in grades 7-12 over the noon hour will be followed. Students who live in town may walk home with written permission from their parents. This can be on a day to day basis, weekly basis, or for the entire year at the discretion of the parents. No vehicles are to be driven during this time. Students who are tardy to class upon their return to school may lose their privilege to leave the school grounds at lunch.

FURNACE ROOM

The furnace room is for the custodian supplies and is used as a work area. Tools and equipment needed from the custodian should be obtained directly from them and returned directly to them.

RESPECT FOR PROPERTY

Students are to refrain from marking desks, tables, walls, etc. Students who deface or damage school property will be expected to pay for the damage and will most likely face additional disciplinary actions. Students are not to play on school property before 8:00 a.m. or after 4:00 p.m. The school is not responsible for accidents, personal injury, lost or stolen items that occur outside of school operating hours.

SCHOOL BUS BEHAVIOR AND DISCIPLINE

A. General Rules

1. The bus driver has authority over the children on his bus. He has the same authority as a teacher under the Nebraska School Laws. Drivers are expected to maintain proper discipline onboard the buses.
2. The student may select a seat on the bus, subject to the approval of the driver. The driver may, at any time request a student move or exchange seats with another student or assign seats for the whole load.
3. The pupil should be on time for the bus. The driver may wait past his regular scheduled time if he feels there might be a special reason for the delay but it should not become a habit because other children will be waiting. In the event the bus is late to school, the students will not be required to report the tardiness to the Superintendent’s office.
4. The pupil should stay in his seat at all times until the bus stops to unload.
5. The pupil should not put his arms, hands etc., outside the window.
6. No beverages on the bus.

7. The pupil should not shout or scream on the bus. Also, students need to keep their hands to themselves.
8. If any glass jars or containers are brought on the bus, they must be carried in a case or heavy cardboard box.
9. If live insects, salamanders, snakes, mice etc. for class exhibition are to be carried on the bus, they must be in a box with the lid securely fastened. The box then must be left with the driver.
10. After leaving the bus, check traffic both ways, listen for warnings from the driver and, if the way is clear, cross the road without delay.
11. In the event a child will not be riding the bus, the parents should phone the school or driver in advance, so that they will not wait for the child.
12. Cooperation between parents and the bus driver is essential. Weather conditions may cause the parent to have to bring children to the nearest point the bus can travel. Buses are not expected to travel routes made impassable by weather conditions.

B. Assertive Bus Riding Rules

1. Rules that are posted or that each driver will use throughout the year will be read to the students the first day of school.
2. Coaches and sponsors are asked to help police the behavior and litter on buses. What you take on, take off. Sponsors or coaches sit in back area of bus to maintain control, release students, check on litter and administer punishment as required.
3. The front two seats on the right side of bus will be used for students that disobey rules. Positive rewards may be established by each driver providing they are not in conflict with Board policy or sound educational practices.
4. Each bus driver may adjust the assertive plan to accommodate individual student's behavior. Drivers may be asked by the administration to fill out a weekly incident log concerning student behavior on all school buses.
5. Following is the initial assertive plan that driver and sponsors will use:
 - a. Students breaking the bus rules will be warned by the bus driver.
 - b. Second time student breaks a rule, he/she will sit in one of the front two right hand seats as driver requests. If this happens, the bus driver will contact the Principal about the incident. The administration reserves the right to not allow students who are misbehaving to ride the bus.
 - c. Third time a student breaks a rule he/she will be reported to the Principal, and student may lose their privilege to ride the bus.
 - d. There will be a severe clause whereby all warnings will be waived. Such examples may be: defying bus driver, fighting, damaging anything on bus, failure to listen to the driver or for other incidents that the bus driver feels are out of line.

USE OF COPY MACHINE

The copy machine is located in the main office. A pass from the instructor is required to use the copy machine. The secretary must be shown the pass before any copies are made.

If you are a student aide make sure you let office personnel know who you are making copies for prior to using the copy machine. The charges for student copies for non-instructional purposes are .10 per page.

USE OF GYM

The gyms are not to be used after school hours for any type of activity unless approval is obtained by the administration. Students or persons not directly involved in an activity in the gym should not be in the gym during activity practice times.

Proper care is expected by all persons using the gym building whether it be students, faculty or community people. Due to the nature of the building and contents, there are several significant rules that must be observed by all using the gym and classrooms.

No student shall walk on the gym floor with street shoes. Tennis shoes that are non-marking and that are not worn outside are to be used when on the gym floors. Because of the danger of slipping, students are not to be on the gym floor in only stocking feet. Rare and special occasions may permit non-gym shoes to be worn on the gym floor, but only with approval from teachers and administration (i.e. pep rallies, school programs, assemblies and etc.).

1. The bleachers are NOT to be used for daytime activities. The opening and setting up requires a degree of extra care.
2. The locker rooms are to be kept neat and clean. This is the responsibility of all students using the locker rooms, not just one or two appointed individuals. If we find you are not cleaning up the towels, clothing, trash, etc., you may have to clean the locker rooms by yourself.
3. Students participating in Physical Education classes will need to wear appropriate clothing that meets school dress code policy. Students should wear t-shirts or school approved tank tops gym shorts (no spandex), socks and non-marking gym shoes.
4. Any personal protective items are to be worn at the discretion of the student. Personal hygiene items are also encouraged to be used by the student.

USE OF LIBRARY

A. Check-Out and Damaged/Lost Materials

1. Do not take a book or any material from the library without checking the book out using the Destiny checkout kiosk.
2. Books you have checked out are to be returned to the library cart, unless otherwise stated by the librarian. In the event you leave the book elsewhere or return the book to the shelf you must accept full responsibility for the replacement of the book if it becomes lost or damaged.
3. Books are checked out for two weeks. At the end of the first two-week period you may check the book out for one more week.
4. After three weeks, a notice of lost book fees will be sent home. The amount will be equivalent to the price of purchasing a new copy of the same title. The book is more important than the fine money, though.
5. Damaged book fees will be sent home upon return of a book that has faced water damage, significant rips/tears, or other damage. The amount will be equivalent to the price of purchasing a new copy of the same title.

B. Access to Materials

1. Students have access to the entire physical library collection, as well as online resources including SORA, TumbleBooks, and World Book Online.
2. Should you need materials not available in the library, please have no hesitation in contacting the librarian. Many times these items can be purchased or borrowed from another library.

USE OF OFFICE TELEPHONE

Students will not be called to the telephone from a class except in cases of extreme emergency. We discourage parents from asking to speak to their child during class time as it disrupts the learning environment of the entire classroom. Instead we ask parents or guardians to leave a message with the office. This message will be forwarded to your child and they can return your call later in the day. Students will be allowed to make phone calls at the office or administration's discretion.

VEHICLES

No student is allowed to drive or be in vehicles over the noon hour or anytime during the school day without the permission of a teacher or the Principal. The road to the north that goes between the gym and the water tower

should not be used between the hours of 7 a.m. and 6 p.m. No vehicle will be driven by the loading or unloading buses. Any student violating these rules may have their vehicle towed away at their expense.

Students working on cars in the shop should leave their car by the shop when they arrive to school and leave them there until after school. All projects that involve working on personal automobiles during school hours must be approved by the administration.

Parking: When any vehicle is driven to school by a student, it must be parked in an orderly manner in the parking lot across the street from the school building. Vehicles should always be parked facing east and west, unless otherwise marked.

Other Policies

DATING VIOLENCE PREVENTION

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

Every report of alleged dating violence that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing dating violence investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged dating violence.

This policy shall be published in the student handbook. See Legal Reference: Neb. Statute 79-2,141

INTERNET & COMPUTER USAGE POLICIES

Litchfield Public School's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Litchfield Public Schools. Access to the Litchfield computer systems is a privilege, not a right. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.

The following policies are available in full on the school website and as clickable links below. They are also provided to students and parents at the beginning of the year or once upon enrollment, depending on policy.

[Elementary Technology Use Guidelines](#)

[Junior High/High School Technology Use Guidelines](#)

[Acceptable Use Policy](#)

NATIONAL HONOR SOCIETY (Guidelines For Selection/Dismissal)

Litchfield NHS chapter bylaws, including guidelines for selection and dismissal, are available on the website or at the [following link](#).

NON-DISCRIMINATION STATEMENT

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [usda.gov/oascr/filing-program-discrimination-complaint-usda-customer](https://www.usda.gov/oascr/filing-program-discrimination-complaint-usda-customer), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8330; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

STUDENT FEES POLICY

The Litchfield Public Schools' board of education acknowledges that the Public Elementary and Secondary Student Fee Authorization Act requires the district to adopt a policy addressing student fees. It is the intent of the board of education to provide equal access for students to all programs, complying with the laws of Nebraska and the rules and regulations of the Nebraska Department of Education.

The Board of Education of Litchfield Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contribution to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time.

(1) Guidelines for non-specialized attire required for specified courses and activities.

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate

where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and area of the school buildings. Teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required. Students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities

Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to: pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Projects Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student, however, the school does have a few instruments on hand that the student is welcome to use.

(3) Extracurricular Activities/Specialized equipment or attire Extracurricular activities means student activities or organizations which are supervised or administered by the District which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading and

music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the Student (braces, mouthpieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for entry- All K-12 students are not required to pay for entry into home activities. However, should our school ever host a conference activity or a district or state competition sanctioned by the NSAA; both entities require the students to pay for entry into these events.

(5) Post-secondary education costs Students are responsible for post-secondary education costs. The phrase “post-secondary education costs” means tuition and other fees only associated with obtaining credit from a post-secondary educational institution. For a course in which students receive school credit and for which the student may also receive post-secondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

(6) Transportation costs Students are responsible for fees established for transportation services provided by the District and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records A parent, guardian or student who request copies of files or records shall be responsible for the cost of copies reproduced by the school. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the student’s files or records and no fee shall be charged to search for or retrieve any student’s files or records. The fee schedule shall permit one copy of the requested records be provided for behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Pre-Kindergarten services Participating in Litchfield Public School’s Pre-Kindergarten program is optional.

(9) Participation in credit recovery classes and college colleges Students are responsible for fees associated with taking credit recovery classes, or college classes.

(10) Breakfast and lunch programs Students shall be responsible for items which students purchase from the District’s breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food (including extra milks or food at lunch), beverages and personal or consumable items which the students purchase from the District or at school, whether from a vending machine, a group sale, a book order club or the like. Students may also be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy The District’s policy is to provide fee waiver in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary material or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity and prior to purchase of the materials.

(12) Distribution of Policy The Superintendent or the Superintendent’s designee shall publish the District’s Student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a

supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

STUDENT RIGHTS POLICY (Types of Exclusion)

Legislative Bill 503 was passed by the Nebraska Legislature in 1976. This bill provides the conditions under which students may be excluded from public schools.

The Litchfield Board of Education has established the following policy on school rules and regulations concerning student conduct. There shall be four types of exclusions:

1. **Short Term:** Up to (and including) five days.
2. **Emergency:** Immediate exclusion if the student has a dangerous disease, or her/his conduct presents a threat to the physical safety of the school community, or is disruptive to the school's learning environment.
3. **Expulsion:** Remainder of semester.
4. **Mandatory Reassignment:** Involuntary transfer to another class within the system in connection with any disciplinary action.

The policy provides the conditions and applicable procedures for each type of exclusion:

A. Short Term (Up to, and including five days):

1. Principal must make an investigation.
2. Principal may suspend a student after he/she determines it is a necessary disciplinary action or to protect the learning environment.
3. Students must be given oral or written notice of charges, an explanation of the evidence against her/him, and an opportunity to present her/his version.
4. Within 24 hours (or such time as is reasonably necessary) following the suspension, the Principal must:
 - a. Send a written statement to student and to student's parents or guardian describing the student's conduct or violation of rules.
 - b. Give reason why this action was taken.
 - c. Make a reasonable effort to speak with the student's parent(s) prior to their return to school.

B. Procedure for Emergency Exclusion:

1. Exclusion may not last longer than necessary to avoid the threat of the emergency.
2. If for longer than five days, there must be substantial compliance with the procedures provided for long term exclusion (listed below)

C. Long Term Expulsion and Mandatory Reassignment:

1. The following behavior constituted grounds for these types of exclusions:
 - a. Use of violence, force, coercion, threats, substantial interference with school purposes.
 - b. Damage to property (private or school) of substantial value.
 - c. Physical injury to any student or school employee.
 - d. Threat to obtain money or anything of value.
 - e. Knowingly possessing or handling a weapon.
 - f. Possession of a controlled substance or alcoholic beverage.
 - g. Engaging in any activity forbidden by law which interferes with school functions.
 - h. Repeated violation of rules and regulations.
 - i. Stealing.
2. The following procedure is required to exclude students longer than five days:
 - a. A written charge and summary of evidence supporting the charge shall be filed with the superintendent on the date of the decision to exclude.
 - b. Within two days, written notice must be sent by **Registered Mail** to the student and the student's parents or guardian, informing them of their rights under the act.

- c. This notice shall include the following:
 - d. Rule violated and summary of evidence.
 - e. Penalty which Principal has recommended.
 - f. Notice of defendant's right to a hearing.
 - g. Hearing procedures provided by this act and appeal procedures.
 - h. A statement concerning the right to examine all records of the case.
 - i. A statement concerning the right to know the identity of witnesses who will appear and substance of their testimony.
 - j. The written notice shall include a form to the student's parents to request a hearing.
3. The following preliminary procedure must be followed if a hearing is requested within five days of the notice:
- a. Superintendent must appoint a hearing examiner.
 - b. Hearing examiner must give a written notice to the Principal, the student and the student's parents/guardian of the time and place for the hearing. **Requirements to be a Hearing Examiner:**
 - i. Has not brought the charges against the student
 - ii. Shall not be a witness at the hearing
 - iii. Has no involvement in the charge thus be impartial
 - iv. Must be available to answer any questions relative to the hearing
 - v. May or may not a school employee.
 - c. Hearing must be held within five days after the request, but can't be held without providing the Principal, the student and the student's parent(s) of at least two school days' notice.
 - d. The right to examine the record and written statements (including the statement of any witnesses for the school), prior to the hearing with the Principal. Must provide access to legal counsel, student, student's parent(s)/guardian, or representative.
 - e. If no hearing is requested, the punishment goes into effect on the fifth day following the notice. A hearing may be held, if requested after five days, but no later than thirty calendar days following receipt of notice. In this case punishment continues, pending final determination.
4. The following rules apply when a hearing is conducted:
- a. The following shall attend the hearing: Hearing Examiner, the student, her/his representative (if any), the student's parents/guardian, and if necessary, the counsel for the School Board.
 - b. Witnesses may be present only during their testimony.
 - c. Anyone may be excluded by the examiner if they disrupt the proceeding.
 - d. Student may speak on her/his own behalf and question witnesses; she/he may request not to speak and may be excluded, if necessary, when discussing student's emotional problems.
 - e. The Principal shall present statements to the hearing examiner (in affidavit form) of anyone having information about the student's conduct and the student's records only if these have been made available to the student, student's parents/guardian or representative prior to the hearing.
 - f. Hearing officer is not bound by rules of evidence or other courtroom procedures.
 - g. The following persons may ask others to testify at the hearing; the student, the student's parents/guardian or representative, the Principal and Hearing Examiner.
 - h. Testimony shall be under oath: The Hearing Examiner shall administer the oath.
 - i. The persons listed in D. #7. Above, shall have the right to question any witness giving information at the hearing.
 - j. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.
 - k. The proceeding shall be recorded at the expense of the school district.
 - l. If more than one student is charged with violation of the same rule and acted in concert, a single hearing may be held, unless student interests may be substantially prejudiced, as determined by the Hearing Examiner.
5. Report of the Hearing Examiner:

- a. The report shall include the Hearing Examiner's recommendations and the reasons for the decision.
 - b. The report shall be reviewed by the Superintendent who may change, revoke, or impose the sanctions recommended. In no case may the Superintendent's changes be more severe than the Examiner's recommendations.
 - c. Written notice of the recommendations by the Examiner and Superintendent shall be sent by the Registered Mail or personal delivery to the student and the student's parent(s)/guardian.
 - d. Upon receipt of the written notice, the determined recommendations shall take effect.
6. The Record and Appeal:
- a. The record shall consist of the charge, the notice, the evidence presented and the Hearing Examiner's findings and recommendations.
 - b. On appeal to a court, the record shall also consist of any additional evidence taken and any additional actions taken in the case.
 - c. An appeal to the School Board may be made within fifteen days by the student and/or the student's parent(s)/guardian, by a written request, filed with the secretary of the Board or the Superintendent.
 - d. Hearing of the School Board:
 - i. At least three board members must be present.
 - ii. Must be held on or before next regularly scheduled school board meeting.
 - iii. The appeal shall be made on the record, but new evidence may be admitted to avoid substantial unfairness. The new evidence shall be a part of the record.
 - iv. When the School Board deliberates, it may reopen the hearing receive evidence subject to the right to all parties to be present.
 - v. The School Board may alter the Superintendent's recommendations, but never impose more severe sanctions.
 - vi. Final determination of the Board shall be personally delivered or sent by Registered Mail to the student and her/his parent(s)/guardian.
 - vii. Appeal of the decision of the School Board is to the District Court of the county where the action is taken. Appeal must be made within thirty days after service of the final decision of the School Board.